

## GENERAL ADMIN & ACCOUNTS ASSISTANT

Salary in the region of £20,000 - £23,000 per annum depending on experience

Permanent, full-time

You will be working for a growing company and will be given internal training and development.

### **Reporting into the Commercial Manager, you will be responsible for, but not limited to:**

- Sales Ledger and Purchase Ledger - ensuring invoices are raised, approved and posted onto SAGE accurately and in a timely manner
- Raising purchase orders
- Credit control
- Bank reconciliations
- Process payment runs to suppliers/payroll
- Petty cash
- Banking of cheques and cash received
- Assist with VAT return
- Assist with monthly management accounts
- Time sheet checking
- Check expenses and receipts to ensure accuracy
- General administrative duties – including purchasing / flight & hotel bookings
- Project support services - including monthly trackers / report & timesheet creation

### **Person Specification:**

- Driver with own car
- Willing to learn
- Positive, can do attitude
- A good self-motivator
- SAGE experience essential

### **Details:**

- Monday-Friday 9AM-5PM
- Full time, permanent
- Start date: ASAP

Please send your CV to: [michelle.mcdonald@chsservices.com](mailto:michelle.mcdonald@chsservices.com) or CHS Engineering Services Ltd, Unit 18 Waterhouse Business Park, 4 Cromar Way, Chelmsford, Essex, CM1 2GL